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ERA PROCEDURES

PROCEDURES FOR THE PREPARATION
OF CURRENT SUPPORT MEMORANDA

Number 4

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CENTRAL INTELLIGENCE AGENCY

Office of Research and Reports

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ERA Procedures No. 4
(Project 00.2424)

PROCEDURES FOR THE PREPARATION OF CURRENT SUPPORT MEMORANDA

1. Purpose.

Current Support Memoranda (CSM's) are among the principal means by which the Office of Research and Reports (ORR) supports the Deputy Director for Intelligence (DD/I), the Office of Current Intelligence (OCI), and the National Indications Center (NIC) on matters of current economic intelligence. A CSM, therefore, should perform at least one of the following functions:

a. Present economic intelligence of immediate interest in such manner that it may be extracted or used almost verbatim in one of the OCI publications.

b. Present an analysis of current economic developments which appear to provide an indication of Communist intentions, whether aggressive or peaceful, or of the factors limiting or facilitating Communist action.

c. Present an analysis of a general economic situation which may assume importance to US national security within the immediate future.

A CSM may be originated by any ORR analyst or may result from a request from the DD/I, from OCI, or from the Current Support Staff (St/CS).

Any economic activity within the charter of responsibility of ORR which meets these criteria is a legitimate subject for a CSM. The currency of the information is of primary importance, although currency may be determined not only by the date of information but also by the date of completion of research leading to new intelligence conclusions. A CSM must be of interest to many parts of the intelligence community, must analyze fully the significance of the information reported, and must be written so that it can be understood easily.

Analysts in ORR may use profitably several guides for the selection of items for CSM's, such as the IAC, IAC-D-6/19, General Indicator List, 25 April 1958, SECRET; CIA, Director of Central Intelligence Directive No. (1/2) 1/5, Terms of Reference, Watch

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Committee of the (IAC) USIB (11 May 1954; SECRET), 20 August 1958, SECRET; and OCI publications.

Although CSM's are informal publications, with appropriate caveats, they normally are accepted as finished intelligence and therefore should be prepared as carefully as more formal intelligence reports. Before submission, CSM's must be coordinated with all interested Branches to insure that they reflect the position of ORR.

2. Circulation.

As a result of the increasing participation of ORR in current intelligence support and the continuing substantive improvement of CSM's, the circulation of CSM's has increased. Among the approximately 80 recipients are the DD/I, the Assistant Director for Current Intelligence (AD/CI), interested branches of OCI, the Assistant Director of ORR (AD/RR), the Chief of Economic Research (Ch/E), all interested Branches of the Economic Research Area (ERA) of ORR, the Chief of Geographic Research (Ch/G), the Office of National Estimates (ONE), the Office of Scientific Intelligence (OSI), the Deputy Assistant Director for Central Reference (DAD/CR), and the Deputy Director for Plans (DD/P), as well as ORR liaison

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[REDACTED]. Outside CIA, copies are sent to the NIC and the National Security Agency (NSA). CSM's on specific subjects may be sent to individuals in other agencies belonging to the IAC. Depending upon the subject and the classifi-

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[REDACTED]
coded, intelloraxed, and filed in repositories by the Office of Central Reference (OCR). Subject to the limitations of classification and control, such CSM's are made available to the members of the IAC, although each such release requires the specific approval of St/CS and St/C.

3. Style.

A CSM should not exceed 4 to 5 triple-spaced, legal-sized pages. Longer memoranda on subjects of current intelligence interest should be prepared as Intelligence Memoranda (IM's) and submitted in accordance with established procedures for such reports (see ERA Procedures No. 2). The style of writing used in CSM's and the organization of CSM's should approximate that of OCI publications. The two styles currently used are "review style" and "source-comment style."

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a. Review Style.

Following the review style, the first paragraph of the CSM summarizes the essential facts of the situation and the significance of these facts. This summary paragraph is limited to about 15 lines. The succeeding paragraphs then develop the story in a logical sequence. This style is similar to that of the New York Times and is used in the Current Intelligence Weekly.

b. Source-Comment Style.

Following the source-comment style, the first paragraph of the CSM sets forth the significant information in the primary source used for the CSM. The succeeding paragraphs contain the comments of the analyst. This style, which is used in the Current Intelligence Digest, will not be used in any CSM which exceeds two triple-spaced, legal-sized pages.

In using either style, the analyst will indicate in the text the general type of source supplying the information, such as a recent press report, official statistics, a usually reliable source, or a repatriate. In the transmission of materials to foreign governments, however, security considerations require the deletion of specific reference to covert sources or to sources made available by Contact

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highway technician" or the like. To facilitate clearance, therefore, such detailed citations should not be used. All sources must be listed at the end of the memorandum and referenced by arabic numerals, as in all ORR reports. Sources need not be evaluated, inasmuch as it is assumed that sources would not be used unless they were considered credible by the analyst. In listing source references, the analyst will exercise great care to include all security restrictions with respect to dissemination (such as NOT RELEASABLE TO FOREIGN NATIONALS), so that sensitive information will not pass to unauthorized agencies.

4. Graphics.

Maps are permissible in CSM's when in the judgment of St/CS and the analyst their use is necessary for clear presentation of the subject. Normally the map will be restricted to two colors and black or to overprinting on already available stock base maps. Map work for CSM's will be requested by St/CS.

Simple tabular presentation of relevant data is encouraged. Complex tabular presentation of large quantities of data is out of place in a CSM. Graphic presentation of data in a CSM generally is not possible.

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5. Review of CSM's.

An original and two copies of each proposed CSM should be submitted to St/CS in accordance with procedures established by the Divisions, with the approval of at least the Branch Chief concerned. St/CS is responsible for both the substantive and editorial correctness of all CSM's.

Upon receipt of a proposed CSM, St/CS will evaluate the draft within the framework of the established criteria for publication outlined above. If the draft is to be published, either as a CSM or as an article in one of the OCI publications, it will be edited and returned to the analyst for his approval. If it is decided not to publish the proposed CSM in any form, a memorandum outlining the reasons for rejection will be sent to the analyst through his Division Chief. (Normally a draft of a CSM which is used as the basis for an article in an OCI publication will not be published separately as a CSM.) The Chief St/CS will submit copies of all accepted CSM's to Ch/E for review and approval when they are ready for publication.

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